eTIGER Secondary Placement Data Reporting
2005-2006

On the eTIGER home page, in the menu to the left, there are three new links added for Secondary Placement Data Reporting:
1. **To add a concentrator** - click "Add Prior Concentrator" under "Class/Course Rosters"
2. **To Enter survey results** - click "Follow-up Entry" under "Class/Course Rosters"
3. **To Generate Follow-up report** - click "Follow-up Report" under "Reports"

In addition, an attestation page is under development for CTE directors to attest all eTIGER data including Follow-up results.

Add a Concentrator (for Prior Concentrators only)

After clicking "Follow-up Entry", select report year of 2005-2006, and then click "Generate List". If a concentrator is not included in the list, please check in the next three report years:
1. If the name is listed in one of next three years,
   a. change the report year to "2005-2006" of the concentrator and save it;
   b. generate the list of year "2005-2006", find and click the name of the concentrator to change the grade;
   c. after changing the grade, click "update concentrator" to save it.
   This concentrator will be placed in the right report year with thecorrect grade.
2. If the name is not listed in any one of next three years, click "Add Prior Concentrator" under "Class/Course Rosters" to add the student.
   a. At "Prior Year Concentrator to Follow-up" screen, enter the information for added concentrator. The following information is required:
      i. District/School System
      ii. Program Area and Area of Concentration (if applicable)
      iii. School
      iv. Report Year (2005-2006 as default)
      v. Name
      vi. Social Security Number (SSN)
      vii. Gender
   b. Fill in as much as possible the rest of information of a concentrator.
   c. Click "Add this Concentrator" at the bottom of the screen to save data.
   d. If no red message is returned at the bottom of the screen, the data is saved.
   e. If an error message is returned, modify your entry and save data again.
   f. Click "Follow-up Entry", the concentrator just added will be included in the "2005-2006" report year list.

Enter Follow-up Survey Results
1. Click "Follow-up Entry" under "Class/Course Rosters" to enter your survey results.
2. Click District/School System and select Report Year (2005-2006 as this year) then click "Generate List" to retrieve the list of concentrators (including prior years).

3. At your convenience, you may generate the concentrator list not only for the whole system, but also for specific options by selecting "School" or "Program Area of the selected School".
4. Click the column of the following to enter the data:
    a. Graduated
    b. Post_Secondary
    c. Military
    d. Employed
    e. Not_Placed
    f. Not_Located
    g. Other
    h. TechPrep
5. Click "Exclude", if you choose not to include this concentrator in the follow-up survey but do indicate the reason in the "Comments" column.
6. You may change the "Report Year" to another year if this concentrator was already reported in a previous year or will not graduate this year. (Do indicate the reason in "comments" column.) After saving the changes, select the "Report Year" (on the top of the screen) which you just changed to, the concentrator will be listed in this new "Report Year".
7. Use "Comments" column to include any explanation of the data.
8. Be sure to click "Save Follow-up Data" frequently to avoid data loss. (There is a 20-minute maximum idle period for eTIGER).

Generate Follow-up Report
1. Click "Follow-up Report" under "Reports" to generate the follow-up report.
2. You may select to exclude or not exclude the concentrators indicated in "Follow-up Entry" for your report.
3. The percentage of the following response will be calculated:
    a. Graduated
    b. Post_Secondary
    c. Military
    d. Employed
    e. Not_Placed
    f. Not_Located
    g. Other
    h. TechPrep
4. Survey Response Rate and 3S1Placement Core Indicator of the Perkins Report are included in the report.
5. You may save the follow-up report in HTM format and then open from Excel to manipulate the reported data.

Edit Concentrator Information
1. While at the "Follow-up Entry" screen, you may click "Student Name" to open a concentrator personal information window to modify the data on the page but excluding District/School system, School, Program Area (and Area of Concentration), and Course taken.

2. Be sure to save the changed data.
3. Click "Follow-up Entry", the information just modified will be displayed.